



## Leadership in Action

Course Description & Syllabus  
8 CE Credits

To enroll, go to <http://www.yesinstitute.org> and click Education > Register



*Students at Miami Southridge Sr. High after a Leadership in Action course in summer 2004.*

This course is one of several offered by YES Institute.  
For a complete education catalogue, visit <http://www.yesinstitute.org>  
or call our office at **305-663-7195**.

**YES Institute – Creating a Safer World for All Youth**

## I. SUMMARY

**50% of gay and lesbian youth risk being rejected by their families with disclosure of their orientation.**

*Leadership in Action* presents core principles that provide an unshakable foundation for leadership. These are the very principles that have made YES Institute a breakout success.

It's not what you do, but who you are. Position yourself to make the difference your life is about!



**Susan Hankinson, President of the Region-1 School Board in Glenwood Springs, Colorado, and Scott Chaplin, Director of the Stepstone Center in Roaring Fork, Colorado, came to YES Institute in March 2004 to attend the Leadership in Action workshop.**

**"I had no idea what to expect or if I was even ready for the challenges that lay ahead. I left the seminar focused and attentive to one goal: making a difference in my community. Without YES Institute leading by example, I would not have known where to begin. I believe that I now have the necessary tools to make my goals a reality."**

**-Taryn Wharwood, FSU student**



### In the *Leadership in Action* course:

- **Get clear about your** purpose
- Experience the **power of relating authentically**
- **Find the courage** to overcome your fears
- Learn how to find **funding**
- Gain access to **producing results**
- **Get inspired** to make your contribution

### Course Duration

This workshop contains **eight (8) hours** (480 minutes) of in-class time for a total of eight (8) continuing education credits (CEU) as mandated by the Florida Department of Health standards. *This workshop may be divided into smaller portions for special conferences and other clinical purposes.*

### Availability

This course is offered several times a year at the YES Institute Education Center located in Miami, Florida. This course may be offered live in your area on special dates. If you can secure a group of **10 or more people** and can obtain a training budget or grant opportunity, the YES Institute can conduct a live engagement at your location.

### Accreditations



Roaring Fork  
School District  
(Re-1) Teacher  
Education,  
Colorado



Board of Mental  
Health  
Counseling,  
Florida



Miami-Dade  
Teacher  
Education  
Center,  
Florida



Board of  
Nursing,  
Florida



NGC&SU  
Professional  
Learning Units,  
Georgia

## **II. PRIMARY LEARNING OBJECTIVES**

- 1. Distinguish between management and leadership**
- 2. Learn core principles of success**
- 3. Get clear about your purpose**
- 4. Learn how to write an effective mission statement**
- 5. See the relationship of vision and mission**
- 6. Gain guidelines for action and success**
- 7. Learn effective communication skills**
- 8. Learn to use generosity as a powerful tool**
- 9. Master the four steps of enrollment**
- 10. Learn to find funding**
- 11. Develop a powerful board**
- 12. Communication as “managing meaning”**

**“I thought I knew a lot about communication before this workshop, but they taught me that there’s a lot more to it than I would have guessed.”**

***– Jeanean Lee, Miami Southridge student***

**“There is no other organization providing the education YES Institute offers. All schools really need these kinds of seminars.”**

***–Priscilla Dames, Miami-Dade County Public Schools Safe Schools Facilitator***

### **III. COURSE AGENDA**

Interactive multimedia, exercises, and discussion give participants a well-rounded perspective of the educational material. Breaks occur every 90 minutes.

- [15 min.]      **I. Introduction of YES Institute [15 min.]**
- Statistics—learn the consequences of existing biases about gender, orientation, and identity issues
  - Gay, lesbian, heterosexual youth
  - School violence
  - Vision and mission
  - YES Institute model of communication—moving beyond communication breakdowns to purposeful dialogue
- [40 min.]      **II. Introduction to Leadership in Action [20 min.]**
- Welcome
  - Sharing
  - Exercise: your challenges
- [45 min.]      **III. Core Principles [40 min.]**
- Managers vs. Leaders
  - Not about you
  - Relationship
  - Your word
  - Communication
  - Physical universe
  - Opportunity
  - Commitment
  - Language
  - Win/Win
  - Generosity
- [45 min.]      **IV. Wants vs. Needs [30 min.]**
- Is it needed?
  - Not about you
  - Who is addressing need
  - What's missing
  - Helping others
  - Create your welcome
- [45 min.]      **V. Vision and Mission [40 min.]**
- Power of language
  - Strategy and parameters
  - Memorable call to action
  - Aligned for action

- Exercise: sharpen your mission statement

[45 min.]

**VI. Purpose [40 min.]**

- Why something exists
- Agenda vs. Purpose
- Collaboration and Partnership
- How funding works

[60 min.]

**VII. Communication [30 min.]**

- Changes reality
- Always a challenge
- Enrollment
- Relationship
- Value, Ethics
- Wallenda factor

[40 min.]

**VIII. Boards [15 min.]**

- The dream board
- Traditional thinking vs. commitment
- Beginning board, what to look for
- Communication
- Management
- Support

[45 min.]

**IX. Funding [15 min.]**

- Begin with mission
- Existing and new avenues
- Individual donors
- Diversify
- Charity vs. Results
- "The Ask"
- Not about you
- Board involvement
- Writing grants
- Reality of foundations
- Impeccability
- Communicate results

[40 min.]

**X. Direction for Growth**

- Watch results to determine path
- "Always been" syndrome
- Stay manageable
- Record results
- Show and tell
- E-mail, database
- Outsourcing

- Delegation and accountability
- Visibility: how will others see you?

[30 min.]

**XI. Management of meaning**

- Inseparable from good leadership
- Add your meaning to facts
- Create certainty
- Action as habit
- Anyone can serve

[30 min.]

**XII. Conclusion**

- Exercise: new perspective?
- Evaluations

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**= 480 minutes is equivalent to  
= 8 CEU**

## IV. REFERENCES

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